

# **Temporary Employee Request**

*Today's Date:* \_\_\_\_\_.

*Department:* \_\_\_\_\_.

*Position:* \_\_\_\_\_.

*Duties required:* \_\_\_\_\_.

*Date needed:* \_\_\_\_\_.

*Time Start:* \_\_\_\_\_ *Time End:* \_\_\_\_\_.

**In order to fill your request promptly, please make your  
request 24 hours in advance.**

*If you are requesting a temp with less than 24 hours advance  
notice, please call the Human Resources Department at 240-314-  
8470.*

*Please fill in all the information.*  
*Send your request to Pacita by e-mail.*  
*pmiller@ci.rockville.md.us*